



September 4, 2009

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

COD Holiday Schedule For September 7, 2009 (8/24/09)

The COD School Relations Center will be closed on Monday, September 7, 2009 in observance of the Labor Day Federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, September 7, 2009, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, September 8, 2009.

Further information regarding Labor Day Federal holiday processing and customer service hours for COD and other Federal Student Aid/Department call centers is posted in an [Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site.

End of Federal Fiscal Year 2009 – Impact on Funds Availability (09/03/09)

Wednesday, September 30, 2009 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2009. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- ***Tuesday, September 15, 2009 through Friday, September 25, 2009*** – Financial processing between the COD System and G5 will be reduced to once every evening (instead of the normal twice-a-day, morning/evening processing). As a result, early morning processing will be completed in the evening. Current Funding Level (CFL) changes and funding could be delayed by a day.
- ***Friday, September 25, 2009 through Friday, October 2, 2009*** – The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 9:00 P.M. (ET) on Friday, September 25, 2009, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 2, 2009.

All actual disbursements with a disbursement date from September 25, 2009 through October 2, 2009 must be received by the COD System ***no later than 9:00 P.M. (ET) on***



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Friday, September 25, 2009, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 2, 2009 will be funded after G5 re-opens on October 2, 2009.

Note: In another Electronic Announcement posted on September 2, 2009, we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. This announcement is about the [September 30, 2009 deadline for 2008-2009 ACG, National SMART Grant, and Pell Grant awards](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2008-2009 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

- **8:00 P.M. (ET) on Wednesday, September 30, 2009 through 6:00 A.M. (ET) on Friday, October 2, 2009** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 6:00 A.M. (ET) on Friday, October 2, 2009.

This same information is posted in a [September 2, 2009 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Monday, October 5, 2009.

2008-2009 ACG, National SMART Grant, And Pell Grant Processing Deadline (09/03/09)
The deadline for electronically transmitting ACG, National SMART Grant, and Pell Grant records for the 2008-2009 Award Year to the Common Origination and Disbursement (COD) System is ***Wednesday, September 30, 2009***.

In another Electronic Announcement posted on September 2, 2009, we provide comprehensive information related to activities and deadlines that coincide with the September 30, 2009 deadline for 2008-2009 ACG, National SMART Grant, and Pell Grant awards. This announcement is about the [September 30, 2009 end of the Federal fiscal year](#). Schools should to this Electronic Announcement to ensure that 1) all necessary reports are obtained and 2) all applicable 2008-2009 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

As you will read in the other announcement, all actual disbursements with a disbursement date from September 25, 2009 through October 2, 2009 must be received by the COD System ***no later than 9:00 P.M. (ET) on Friday, September 25, 2009***, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. This means that all new 2008-2009 ACG, National SMART Grant, and Pell Grant awards and increases to 2008-2009 ACG, National SMART Grant, and Pell Grant awards must be submitted by the 9:00 P.M. (ET) deadline on Friday, September 25, 2009.



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For additional information about the 2007-2008 ACG, National SMART Grant, and Pell Grant deadline, refer to [the September 2, 2009 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Note: In [the September 2nd Electronic Announcement](#), Federal Student Aid informed schools that it will send 2008-2009 Reconciliation Reports to schools' Student Aid Internet Gateway (SAIG) mailboxes on or about September 2, 2009. Due to the mass generation of these Reconciliation Reports, Federal Student Aid will use a "pseudo" Pell ID in the header and trailer of each file. This "pseudo" Pell ID will not be associated with the school that receives the report.

If a school is unable to download and then view, print, or import a report into a spreadsheet as explained in [the September 2nd Electronic Announcement](#), the school can request the report via the [COD Web site](#) or by submitting the batch data request for the appropriate program/award year message class via the SAIG. For information about how to request these reports, refer to Volume VI, Section 8 of the [2008-2009 COD Technical Reference](#).

Second 2008-2009 ACG Deobligation Due To No Corresponding Pell Grant (09/2/09)

On September 1, 2009, Federal Student Aid deobligated 2008-2009 Award Year Academic Competitiveness Grant (ACG) disbursements for students who did not have a 2008-2009 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. As noted in the warning message that Federal Student Aid sent to affected schools on August 25, 2009, these ACG disbursements were considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected ACG disbursements at approximately 143 schools.

A school affected by the deobligation will receive or see the following information:

- Receive an AGTX file (AGTX09OP message class) in the school's Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease
- Receive a system-generated negative disbursement file (CRND09OP message class/ND document type) in the school's SAIG mailbox
- Receive a new Electronic Statement of Account (AGAS09OP message class) in the school's SAIG mailbox that reflects the decrease, unless there are other offsetting increase adjustments
- See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

Notes:

- If all of the ACG recipients at a school had a corresponding 2008-2009 Pell Grant actual disbursement on September 1, 2009, the school was not affected by the September 1st deobligation process.
- Some ACG recipients do not have a corresponding 2008-2009 Pell Grant actual disbursement due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. If a school informed the COD School Relations Center of the student records to which this exception applies, these student records were excluded from the September 1st deobligation process.



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If you have any questions about the 2008-2009 ACG deobligation of disbursements due to no corresponding 2008-2009 Pell Grant actual disbursement, contact the COD School Relations Center.

Reminder of Citizenship Status Code Processing for ACG, National SMART Grant, and Pell Grant Awards (09/02/09)

As explained in a [March 20, 2009 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the COD System was updated to apply more consistent edit logic for the Citizenship Status Code for ACG, National SMART Grant, and Pell Grant awards. The Citizenship Status Code will be evaluated in the same manner across all the grant programs.

The Citizenship Status Code field on the Common Record is the primary source of evaluation for student's citizenship. If the Citizenship Status Code is not populated with a "1" (citizen) or a "2" (eligible non-citizen) by the institution on the incoming origination record, the COD system must determine the student's citizenship status based on the data matches supplied through the Central Processing System (CPS). The COD System does not evaluate based on the student reported citizenship status on the FAFSA, only the verified citizenship data match that was done through either the Social Security Administration (SSA), or the Department of Homeland Security (DHS).

If the Citizenship Status Code field is not populated on the incoming origination records, the COD System will now evaluate the values from the SSA Citizenship Flag match field, and if necessary, the DHS Match Flag field and the Secondary DHS Match Flag field supplied through CPS. If the student's citizenship status can be determined from these sources, the COD System will accept and build the record. If it cannot be determined from these sources, the COD system will reject the award with Edit 14 (Citizenship Status is not eligible for this award.) **Note:** If the citizenship status is determined by using the CPS data, it will be stored on the COD System, but will not be returned on the Common Record response.

Schools should refer to Volume II, Section 1 of the [2009-2010 Common Origination and Disbursement \(COD\) Technical Reference](#) for complete operational information about citizenship status code processing.

If your school needs assistance with COD System processing, including citizenship status code processing, contact the COD School Relations Center.

Weekly Reminders



Sending Addresses for U.S. Territories on the Common Record or the COD Web site (09/04/09)

When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.



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When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

Submitting Addresses for U.S. Territories via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories
3.0b *Required for 2009-2010 Award Year and forward	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>
2.0e	<AddressForeignIndicator>false </AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>true </AddressForeignIndicator> <AddressCountryCode>

Submitting Addresses for U.S. Territories via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the [2009-2010 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.



COD Computer-Based Training (09/04/09)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 28, 2008.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on [COD Computer-Based Training](#).



The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons (one with two parts) with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBT – The Grant Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEXpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEXpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

eMPN Online Simulations – The eMPN Online Simulations offer a step-by-step walk through of the process for completing a Direct Loan Master Promissory Note (MPN) via the [Direct Loan Electronic MPN Web site](#). There are three lessons with text to guide a user through student and parent aspects of the eMPN process.

Completing an Agreement to Serve (ATS) Website Simulation – The Completing an ATS Website Simulation provides a step-by-step walk through of the process for completing a Teacher Education Assistance for College and Higher Education (TEACH) Grant ATS via the [TEACH Grant ATS Web site](#).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “COD CBT Question/Comment” in the subject line.



TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (09/04/09)

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program beginning with the 2008-2009 Award Year.

For TEACH Grant policy and operational guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.



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- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [September 3, 2008 Electronic Announcement](#) that provides information on Federal Student Aid's implementation of system functionality that supports TEACH Grant reporting functions.
- [2008-2009 COD Technical Reference](#) and [2009-2010 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

Note: On an ongoing basis, Federal Student Aid posts updated listings of schools that are eligible to participate in the TEACH Grant Program. These listings are posted as Electronic Announcements.

NEW!

TEACH Grant – Institutional Participation Request Process Information (09/04/09)

On June 3, 2008, the Department of Education posted [Dear Colleague Letter GEN-08-07 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information about the Institutional Participation Request Process, refer to [Dear Colleague Letter GEN-08-07](#).

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at gail.mclarnon@ed.gov or by phone at 202/219-7048.
- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\) Web site](#).

Participation Request Process Steps – As outlined in the 10-step participation request process included in [Dear Colleague Letter GEN-08-07](#), a school must complete Question 1, enter specified language in Section K/Question 69, and complete Section L via the [E-App Web site](#). After completing these steps, the school must mail its signed and dated signature page to the Department of Education (the Department) per the instructions provided on the "Submit Application" page. To aid in expediting receipt of the school's signature page by the Department, the school may want to use an overnight delivery method.

Participation Request Process Follow Up – If a school does not receive a response regarding its request to participate in the TEACH Grant Program within two weeks of submitting the request,



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the school should contact the School Participation Team for the school's state. Contact information is available on the [E-App Web site](#).

School Addition to ATS Web Site – Once a school is determined to be eligible to participate in the TEACH Grant Program, the school's name will be added to the TEACH Grant Agreement to Serve (ATS) Web site. As a general rule, Federal Student Aid will update the TEACH Grant ATS Web site on the Tuesday or Thursday most closely following notification of the school's eligibility. If a school has questions about the TEACH Grant ATS Web site, it should contact the COD School Relations Center.